

# Facility Operations & Maintenance

## U.S. Army Engineering & Support Center (USAESC), Huntsville



### O&M Planning: O&M Plans

#### 1. O&M Plans

- Are written plans defining O&M responsibilities for each system
- The Plan defines limits and interfaces for each system
- For specialty systems, indicates outsourced or in-house support
- The Plan identifies O&M manuals or performance criteria
- Identifies warranty enforcement and or preservation requirements
- Identifies record keeping format and standards
- Identifies reporting formats and frequencies
- Identifies performance measurement and or evaluation criteria

#### 2. In addition to the O&M Plan, the following documents can be developed for existing facilities:

##### • Preventive Maintenance (PM) Plan

- Provides PM schedules (tasks and frequencies)
- Provides man-hour estimates for PM
- Identifies skills (trades) required for performing PM

##### • Corrective Maintenance (CM) and Contract Maintenance Plans

- Identifies various types/levels of CM that could be performed by in-house staff and skills (trades) required to perform the CM tasks
- Provides recommendations for accomplishing maintenance of systems or equipment by contract

Customer Approaches USAESC with Need

O&M Plans

Preventive  
Maintenance  
(PM) Plan

Corrective  
Maintenance  
(CM) and  
Contract  
Maintenance  
Plans

- **O&M Staffing Plan**

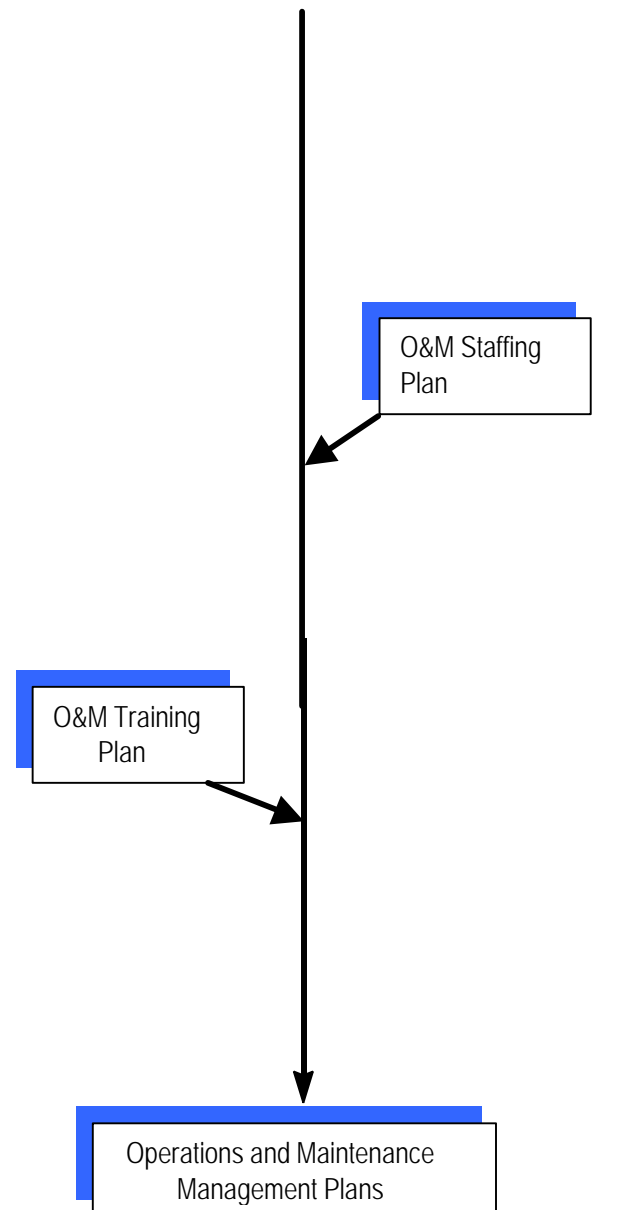
- Plan begins with a Task and Skills Analysis (TASA) that identifies the skills and number of individuals required to perform the tasks identified in the PM and CM plans. The Plan identifies the staff required to accomplish facility maintenance under various scenarios including:
  - PM Only
  - PM and minor corrective maintenance (CM)
  - PM, minor CM, and minor project work
  - Staffing Plan identifies work performance to maintain current FTE's, performance to support existing or hiring of additional FTE's, and performance to support changes in mission and technology

- **O&M Training Plan**

- Identifies systems for which training is to be provided and the associated trades personnel to be trained
- Identifies the minimum man-hours of instruction (classroom and/or on site) for each position or job function
- Identifies any special instructional materials or special training devices required to support the training
- Provides for video taping of the training
- Provides the on site or classroom training
- Trains the trainer

- **Other Plans**

- Other Plans the OMEE may prepare include the **Warranty Plan**, **O&M Budget Plan**, and **O&M Record Keeping Plan**



**USAESC and Customer Approve Operations and Management Plans**